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ABSTRACT

Action taken by the State of Maryland to regulate out-of-state higher education institutions and the status of such institutions for the academic year 1979-80 are examined. Twenty-three institutions previously approved to operate in Maryland received the revised regulations and an initial application to operate during the academic year 1979-80. Fully executed applications were received from 12 institutions, of which seven were granted full approval for one year, four were approved for the fall semester, and one was not approved. Of the approved institutions, nine are private colleges and two are public. Information is presented on enrollment projections for the 11 institutions for fall semester 979, instructional program offerings, location of enrollments, institutions operating on nonmilitary federal installations, institutions operating in county and private schools, institutions operating in naval installations, institutions operating in private industry, institutions operating at military bases other than naval installations, and institutions operating at churches. The revised regulations are appended. (SW)

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OUT-OF-STATE

INSTITUTIONS OF HIGHER EDUCATION

OPERATING IN THE STATE OF MARYLAND

ACADEMIC YEAR 1979-80

POSTSECONDARY EDUCATION RESEARCH REPORTS

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STATE BOARD FOR HIGHER EDUCATION

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Out-of-State

Institutions of Higher Education

Operating in the State of Maryland

Academic Year 1979-80

State Board for Higher Education
Division of Institutional Approval & Evaluation
16 Francis Street
Annapolis, Maryland

December, 1979

State of Maryland

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PREFACE

With the approval of the Maryland Statewide Plan for Postsecondary Education in July, 1978, a statewide goal was adopted to improve the quality of educational programs offered by institutions of higher education in Maryland.

One of the results of this increased emphasis on quality was that standards were developed to evaluate the capability of out-of-state institutions to offer courses and programs in the State. These standards represent a basic level of protection for students by permitting only those institutions which can provide an acceptable level of quality education to operate in Maryland. These policies and procedures represent one way in which off-campus programs of lesser quality are discouraged without restricting the continued operation of quality programs.

After one year of working with the revised regulations, there appears to be an increased willingness on the part of out-of-state institutions to meet and discuss new program efforts, to discuss perceived unmet needs in the State and to provide quality educational programs with the necessary academic support services. There also appears to be a greater planning effort on the part of institutions to determine educational needs and their capability to offer quality education in Maryland.

I
OVERVIEW

In March, 1979, the State Board for Higher Education adopted regulations for out-of-state institutions to operate in the State of Maryland. These regulations (Appendix I) supercede any and all standards, regulations, and policy statements previously adopted by the State Board for Higher Education, or its predecessor agency, the State Department of Education pertaining to the evaluation and approval of out-of-state institutions.

Twenty-three institutions, listed in Table I previously approved to operate in Maryland, received the revised regulations along with an accompanying initial application to operate during academic year 1979-80. Fully executed applications were received from 12 institutions seeking State approval to operate at 41 locations throughout the State. During the months of August and September, 1979, on-site visitations were conducted at each proposed site. The sites visited were: 9 Federal agencies, 9 county and private schools, 6 naval installations, 4 military bases, 7 private organizations, 5 churches, and 1 county agency.

Of the 12 institutions requesting State approval for academic year 1979-80, 7 were granted full approval for one year, 4 were approved for the Fall semester, and 1 was not approved.

Of the 11 institutions approved, 9 are private colleges and 2 are public. All institutions approved, listed in Table II, are in full compliance with their respective regional accrediting associations' policies pertaining to off-campus educational activities. Of these institutions, 7 maintain full regional accreditation by the Middle States Association, 5 are based in the District of Columbia, 1 in New Jersey, and 1 in New York. Two institutions, both of which are based in the State of Florida, maintain full regional accreditation by the Southern Association. One institution from the State of Illinois, is fully accredited by the North Central Association, and one from the State of California is fully accredited by the Western Association.

TABLE I

Out-of-State Institutions Operating in Maryland
Number of Locations by Year

	FALL 1975	FALL 1976	FALL 1977	FALL 1978	FALL 1979
Alvernia College, Reading, Pennsylvania	1	1	1	1	0
American University	3	4	5	6	8
Catholic University of America	3	3	4	5	5
Central Michigan University, Mount Pleasant	1	1	3	4	4 a/
Columbia College, Columbia, Missouri	1	1	1	1	0
Drew University, Madison, New Jersey	0	0	0	0	1
Embry-Riddle Aeronautical University, Daytona Beach, Florida	0	0	0	1	1
Florida Institute of Technology, Melbourne, Florida	1	1	1	2	2
George Washington University	21	23	26	30	32
Golden Gate University, San Francisco	1	1	1	1	0
Marywood College, Scranton, Pennsylvania	1	1	1	1	0
New School for Social Research, New York, New York	0	0	0	1	1
NOVA University, Ft. Lauderdale, Florida	2	2	2	1	1 b/
Shenandoah College & Conservatory of Music, Winchester, Virginia	1	2	2	1	0
Southern Illinois University at Edwardsville	1	1	1	0	0
Southern Illinois University at Carbondale	1	1	1	1	1
Temple University, Philadelphia, Pennsylvania	1	1	1	1	1 c/
Trinity College	1	2	2	1	1
University of Delaware	1	2	2	1	1 c/
University of the District of Columbia	1	1	1	2	3
University of LaVerne, LaVerne, California	1	1	1	1	0
University of Northern Colorado, Greenley, Colorado	1	1	1	1	0
University of Southern California, Los Angeles, California	1	1	1	1	1
TOTAL NUMBER OF INSTITUTIONS	20	20	20	21	11
TOTAL NUMBER OF LOCATIONS	45	51	58	64	56

a/ Approval Pending Satisfactory Resolution of Deficiencies

b/ Approval Granted by State Superintendent under Review by Attorney General

c/ Approval Pending Submission of Required Documentation

TABLE II

Out-of-State Institutions
Approved for Academic Year 1979-80

Institutions	Regional Accreditation
American University [1/] Washington, D.C.	Middle States Association
Catholic University of America [1/] Washington, D.C.	Middle States Association
Drew University Madison, New Jersey	Middle States Association
Embry-Riddle Aeronautical University Daytona Beach, Florida	Southern Association
Florida Institute of Technology Melbourne, Florida	Southern Association
George Washington University [1/] Washington, D.C.	Middle States Association
New School for Social Research New York, New York	Middle States Association
Southern Illinois University at Carbondale Carbondale, Illinois	North Central Association
Trinity College [1/] Washington, D.C.	Middle States Association
University of the District of Columbia Washington, D.C.	Middle States Association
University of Southern California Los Angeles, California	Western Association

1/ Approval requested and granted on a semester basis.

The approved institutions made substantial progress this year in meeting the state's expectations by providing for qualified faculty, an adequate administrative staff, and appropriate library resources.

Several institutions previously approved to operate in Maryland elected to discontinue their operations for a variety of reasons. One institution was placed on public probation by its regional accrediting association, thereby becoming ineligible to continue its Maryland operation. Several institutions were either unable or unwilling to provide the required number of full-time faculty and/or library resources. A number of institutions, having completed all educational activities requested by a sponsoring agent to meet a particular educational need, discontinued further course offerings. Several others decided on their own that the quality control element essential to off-campus programs could not be maintained at a location distant from the main campus without a substantial investment of institutional resources.

The analysis provided in the remainder of this study is based on projected fall enrollments submitted by institutions in August, 1979. Projected enrollments were verified by institutional representatives in a follow-up report submitted in November, 1979. The enrollment projections were found to be within two percent of actual fall enrollments.

II
ENROLLMENTS

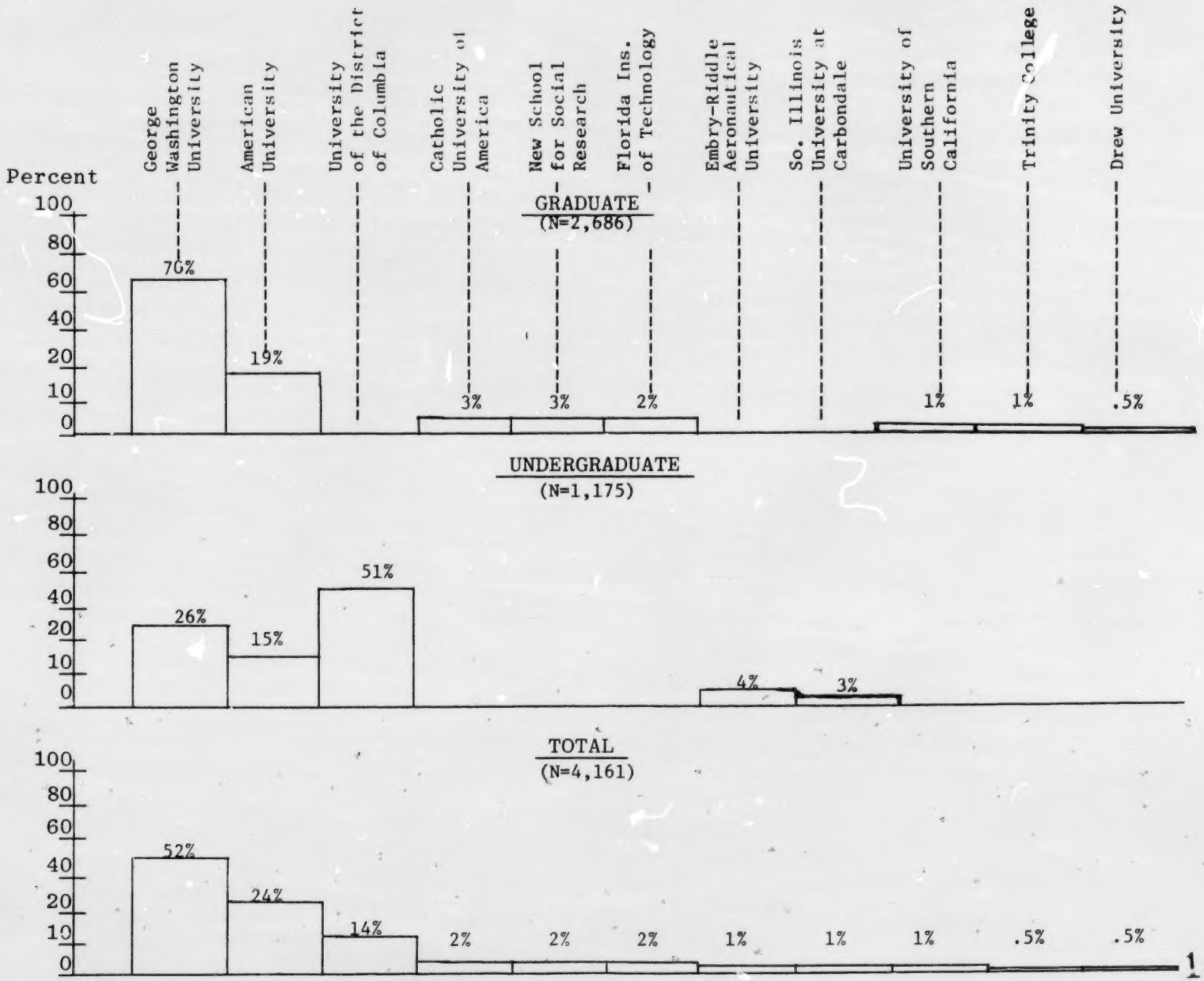
The eleven out-of-state institutions approved to operate in Maryland are estimated to have enrolled a total of 4,161 enrollments during the Fall Semester 1979. Of this total 65% are pursuing graduate work, 28% undergraduate studies, and 7% non-credit course offerings.

George Washington University enrolls more than half (52%) of the total enrollments, nearly three quarters (70%) of the graduate enrollments, and 26% of the undergraduate enrollments (See Graph I). American University enrolls 24% of the total enrollments, 19% of the graduate enrollments, and 15% of the undergraduate enrollments. The University of the District of Columbia enrolls 14% of the total enrollments, no graduate enrollments, and 51% of the undergraduate enrollments.

The remaining eight institutions combined enroll 10% of the total enrollments, 11% of the graduate enrollments, and 7% of the undergraduate enrollments. Catholic University of America, the New School for Social Research, and Florida Institute of Technology, each enroll 2% of the total enrollments and 3% of the graduate enrollments. Embry-Riddle Aeronautical University and Southern Illinois University at Carbondale each enroll one percent of the total enrollments and 4% of the undergraduate enrollments. The remaining of the three institutions, University of Southern California, Trinity College, and Drew University, combined enroll 2% of the total enrollments, and 3% of the graduate enrollments.

GRAPH I

PROPORTIONAL DISTRIBUTION OF OUT-OF-STATE INSTITUTION ENROLLMENTS



III
PROGRAMS

The vast majority of students enroll in programs which have an occupational orientation, emphasizing job training and professional careers. The typical student enrolls in one of five major fields of study. In rank order they are: Business, Engineering, Education, Computer Science, and Criminology.

Of those students enrolled in the field of Business, 60% are at the graduate level, 31% at the undergraduate level, and 9% in non-credit course offerings. In the graduate level business programs, a majority of students enroll in Business and Public Relations. At the undergraduate level, most students enroll in Business fields and in Public Management. A small percentage of students enroll in non-credit courses for continuing education in the insurance industry.

Of those students enrolled in the field of Engineering, 99% are at the graduate level and one percent at the undergraduate level. Most graduate students are enrolled in Engineering Administration. A smaller percentage are enrolled in Electrical Engineering, Engineering Communications, Ocean Engineering, and Structural Engineering.

Of those students enrolled in the field of Education, 98% are at the graduate level and 2% at the undergraduate level. Most graduate students are enrolled in Administration and Special Education (Reading, Education of the Emotionally Disturbed, and Vocational/Special Education).

Of those students enrolled in the field of Computer Science, 73% are at the graduate level, and 27% at the undergraduate level. Most graduate students are enrolled in Information Sciences and Systems Technology and Computer and Information Sciences. Most undergraduate students are enrolled in Computer Programming and Technology of Management.

All students enrolled in the field of Criminology are at the graduate level, pursuing a Masters Degree in either Criminal Justice or Forensic Science.

IV
LOCATION OF ENROLLMENTS

Table III shows the types of locations at which out-of-state institutions operate. Locations of operation cover three major geographical regions of the state: Washington, Baltimore and Southern Maryland.

Federal non-military agencies serve as the primary location for out-of-state institutions, serving 33% of the total enrollments and the majority (68%) of the total undergraduate enrollments. County and private schools serve as the location for 28% of the total enrollments and 33% of the total graduate enrollments. Naval installations serve as the location for 13% of the total enrollments, private industry 13%, and military bases 10%, with 78% of the students at these three locations combined enrolling in graduate courses. Churches serve as the location for 2% of the total enrollments, primarily offering lower division, undergraduate course offerings.

TABLE III
Projected Fall, 1979
Headcount Enrollments by Type of Location

	Graduate	Undergraduate	Non-Credit	Total
Federal Agencies	555 (.21)	805 (.68)	0 (0)	1,360 (.33)
County & Private Schools	890 (.33)	90 (.08)	180 (.60)	1,160 (.28)
Naval Installations	523 (.19)	40 (.03)	0 (0)	563 (.13)
Private Industry	309 (.12)	115 (.10)	120 (.40)	544 (.13)
Military Bases	354 (.13)	50 (.04)	0 (0)	404 (.10)
Churches	15 (.05)	75 (.06)	0 (0)	90 (.02)
Other	40 (1.0)	0 (0)	0 (0)	40 (.01)
TOTALS	2,686 (100.) (.65)	1,175 (100.) (.28)	300 (100.) (.07)	4,161 (100.) (100.)

Federal Agencies

Table IV shows information for institutions operating on non-military federal installations. Four institutions from the District of Columbia and one from New York enroll students at nine agencies in Baltimore, Montgomery and Prince George's Counties.

The University of the District of Columbia operates at 3 federal agencies, Parklawn, National Institutes of Health (NIH), and Prince George's Plaza. It enrolls 44% of the total enrollments, and 75% of the undergraduate enrollments at all federal agencies. Undergraduate degree programs are offered to non-professional federal employees employed at one of the three sites in Maryland. These programs are designed to provide career opportunities for federal employees by improving skills, knowledge and abilities in current or projected positions. This contractual arrangement between the federal government and the University's Upward Mobility College is funded by the Department of Health, Education and Welfare (DHEW).

George Washington University operates at 6 federal agencies and enrolls 34% of the total enrollments at all federal agencies (65% at the graduate level and 35% at the undergraduate level). Courses offered at 4 out of the 6 agencies (Defense Mapping, NASA, NOAA, U.S. Census Bureau); are in response to the agencies' request for graduate training to advance employees to management positions, and for highly technical undergraduate courses in specialized fields, e.g., Cartography, Geodesy, and Oceanography. Admission to these courses is normally restricted to federal employees. Courses offered at two of these agencies (the Parklawn Center (HEW) and Social Security Administration), while not restricted solely to federal employees, normally enroll a small percentage of non-federal employees. While two Master's degree programs are currently offered with a variety of course options,

the Master of Science in Administration is being phased out by the institution. Therefore, no new students are being admitted to this program.

American University operates at four agencies and enrolls 16% of the total enrollments at federal agencies. Graduate courses in Business and Technology account for 80% of its enrollments while various undergraduate courses account for 20%. At the request of the Defense Mapping Agency, NIH and the U.S. Census Bureau, American University offers specialized courses to meet the needs of federal employees in statistics, mathematics, and management information systems. Admission to these courses is normally restricted to federal employees. The Master of Science and Graduate Certificate degree programs in Public Information and Public Relations have been offered at Social Security Administration for several years. No institution in the State offers a comparable degree program. This program is not restricted solely to federal employees.

The New School for Social Research operates at one agency and enrolls 5% of the total enrollments at federal agencies. It offers a graduate program in Management Auditing through its Graduate School of Management and Urban Professions. In 1978, the Veterans Administration requested the institution to offer a program designed to improve management skills combined with relevant professional skills for auditors employed at this agency.

Catholic University of America operates at one agency (the National Oceanic and Atmospheric Administration (NOAA) and enrolls less than one percent of the total enrollments at federal agencies. The institution enrolls 12 NOAA employees in one graduate engineering course in "Probability and Its Engineering Applications."

TABLE IV

Federal Agencies

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Defense Mapping Agency Bethesda, Md.	American University Washington, D.C.	Selected Graduate Courses in Technology of Management	15	Partial
	George Washington University Washington, D.C.	Selected Undergraduate Courses in: - Cartography - Geodesy - Oceanography	70	Partial
Department of Health, Education & Welfare Parklawn Bldg. Rockville, Md.	George Washington University Washington, D.C.	Master of Science in Special Studies: - Environmental Science Master of Science in Administration: - Public Administration	50	Entire
	University of the District of Columbia Washington, D.C.	Upward Mobility College Undergraduate Degree Programs in: - Biological Sciences - Business - Social Work	82	Entire
Federal Center Bldg. #2 Prince George's Plaza Hyattsville, Md.	University of the District of Columbia Washington, D.C.	Upward Mobility College Undergraduate Degree Programs in: - Biological Sciences - Business - Social Work	70	Entire
National Aeronautics & Space Adm. (NASA) Goddard Space Flight Center Greenbelt, Md.	George Washington University Washington, D.C.	Master of Engineering Administration	75	Entire

TABLE IV

Federal Agencies (cont.)

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
National Institutes of Health Bethesda, Md.	American University Washington, D.C.	Selected Graduate Courses in: - Business - Public Administration - Technology of Management	80	Partial
	University of the District of Columbia Washington, D.C.	Upward Mobility College Undergraduate Degree Programs in: - Accounting - Biological Sciences - Business - Computer Sciences - English - History - Social Work	448	Entire
National Oceanic & Atmospheric Administration (NOAA) Rockville, Md.	Catholic University of America	Selected Graduate Courses in Engineering	12	Partial
	George Washington University Washington, D.C.	Selected Undergraduate Courses in: - Cartography - Geodesy - Oceanography	90	Partial
Social Security Administration Baltimore, Md.	American University Washington, D.C.	Master of Science and Graduate Certificate: - Government Public Information - Public Relations	80	Entire
	George Washington University Washington, D.C.	Master of Science in Administration: - Administration of Science & Technology - Industrial Management - Information Systems Technology - Personnel Management - Public Administration	83	Entire

TABLE IV

Federal Agencies (cont.)

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
U.S. Dept. of Commerce, Bureau of the Census Marlowe Heights, Md.	American University Washington, D.C.	Selected Undergraduate Courses in: - Mathematics - Statistics	45	Partial
	George Washington University Washington, D.C.	Master of Science in Special Studies: - Social & Economic Statistics	90	Entire
Veterans Adm. Eastern Field Office of Audit Hyattsville, Md.	New School for Social Research New York, New York	Master of Professional Studies: - Management Auditing	70	Entire

County and Private Schools

Table V shows information for institutions operating in county and private schools. Three institutions from the District of Columbia offer courses and programs to students at nine schools located in Baltimore, Charles, Montgomery, and Prince George's Counties.

George Washington University operates at 7 locations and enrolls 63% of the total credit enrollments at county schools. It offers Master's degree programs in Education, Engineering, and Criminal Justice. Master's and Graduate Certificate degree programs in Education have been offered in Charles, Montgomery, and Prince George's Counties for approximately seven years at the request of county superintendents and school teachers expressing a need for training in administration, special education, vocational education, and reading. A Master's degree in Engineering administration is offered in Baltimore and Montgomery Counties designed to provide engineers with training in managerial skills and organizational behavior for engineers. Master's degree programs in Criminal Justice and Forensic Science are offered in Baltimore County to meet the educational needs expressed by the State Police Training Academy.

American University operates at one location and enrolls 34% of the total credit enrollments at private schools, offering graduate level and undergraduate course offerings. In addition, the institution offers non-credit courses in Insurance and English as a second language in Montgomery County.

Trinity College operates at one location in Montgomery County enrolling 3% of the total enrollments at county schools. It offers a Master's degree in Special Education. This program, in operation for several years, is offered cooperatively with the Montgomery County

Public Schools to meet the specific staff development needs in teaching children with emotional learning problems. The program is essentially open only to county public school employees.

TABLE V

County and Private Schools

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Dulaney High School Timonium, Md.	George Washington University Washington, D.C.	Master of Engineering Administration	54	Entire
Essex Community College Baltimore, Md.	George Washington University Washington, D.C.	Master of Forensic Sciences	40	Entire
Farmland Elem. School Bethesda, Md.	George Washington University Washington, D.C.	Certificate in Special Education	22	Entire
Georgetown Preparatory School Rockville, Md.	American University Washington, D.C.	Master of Science & Graduate Certification: - Public Relations - Public Information	75	Entire
		Master of Science & Graduate Certification: - Technology of Management	50	Partial
		Master of Science in Business	115	Partial
		Selected Undergraduate Courses in: - General Liberal Arts - Mathematics - Technology of Management	90	Partial
		Certificate in Insurance	120	Partial
		English as a Second Language	60	
Largo Senior High School Upper Marlboro, Md.	George Washington University Washington, D.C.	Master of Arts in Education: - Special Education (Early Childhood) - Vocational Education - Reading	175	Entire
Richard Montgomery High Rockville, Md.	George Washington University Washington, D.C.	Master of Arts in Education: - Special Education (Early Childhood)	35	Entire
		Master of Engineering Administration	44	Entire

TABLE V

County and Private Schools (cont.)

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Pikesville Senior High School Pikesville, Md.	George Washington University Washington, D.C.	Master of Arts in Special Studies: - Criminal Justice	50	Entire
Randolph Junior High School Rockville, Md.	Trinity College Washington, D.C.	Master of Arts in Teaching: - Special Education	30	Entire
Thomas Stone Sr. High School Waldorf, Md.	George Washington University Washington, D.C.	Master of Arts in Education: - Elementary Education - Secondary Education - Supervision & Human Relations Educational Specialist in Education: - Administration	200	Entire

Naval Installations

For the purposes of this report, naval installations are treated separately from other military installations. The educational programs at naval sites serve mainly federal civilian employees and not active duty naval personnel.

Table VI shows information for institutions operating at naval installations. Three institutions enroll students at six naval installations located in Anne Arundel, Charles, and Montgomery Counties.

George Washington University operates at four sites and enrolls 82% of the total enrollments at naval installations, offering Master's degree programs in Engineering, Administration, and Education. Master's degree programs in Engineering are offered at 2 naval installations exclusively for its personnel. The Master of Science in Administration with 3 areas of concentration, presently offered at the Naval Academy, is being phased out by the institution. Therefore, no new students are being admitted. Graduate programs in Education Administration have been offered at the Naval Dental Center for several years at the request of the installation. This program is essentially closed to the general public.

Catholic University operates at three sites and enrolls 11% of the total enrollments at naval installations offering selected graduate courses in Engineering exclusively for its personnel.

Southern Illinois University at Carbondale operates at one location and enrolls 7% of the total naval installations enrollments. The Bachelor of Science degree in Technical Careers with a health care services emphasis is offered at the Naval Medical Center for qualifying military personnel who wish to acquire competencies useful to the service as well as to prepare themselves for graduate education opportunities.

TABLE VI

Naval Installations

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Naval Dental Center Bethesda, Md.	George Washington University Washington, D.C.	Master of Arts in Higher Education Education Specialist in Higher Education	90	Entire
Naval Medical Center Bethesda, Md.	Catholic University of America Washington, D.C.	Selected Graduate Courses in Engineering	30	Partial
	Southern Illinois University at Carbondale Carbondale, Illinois	Bachelor of Science in Technical Careers: - Health Care Services	40	Entire
Naval Ordnance Station Indianhead, Md.	George Washington University Washington, D.C.	Master in Engineering Administration	80	Entire
Naval Ships Research & Development Center Annapolis, Md.	Catholic University of America	Selected Graduate Courses in Engineering	15	Partial
Naval Ships Research & Development Center Bethesda, Md.	Catholic University of America Washington, D.C.	Selected Graduate Courses in Engineering	18	Partial
	George Washington University Washington, D.C.	Master of Science in Ocean Engineering Master of Science in Structual Engineering	110	Entire
U.S. Naval Academy Annapolis, Md.	George Washington University Washington, D.C.	Master of Science in Administration: - Information Systems - Personnel Management - Science & Technology	180	Entire

Private Industry

Table VII shows information for institutions operating in private industry. Two institutions from the District of Columbia offer courses to students at seven locations in Anne Arundel, Baltimore, Montgomery, and Prince George's Counties.

George Washington University operates at five locations and enrolls 72% of the total credit enrollments at private industry locations, offering Master's degree programs in Engineering and Administration. Master's degree programs in Engineering are offered at 3 sites, exclusively for employees of the organizations. The Master of Science in Administration, currently offered at 2 sites, is being phased out by the institution. Therefore, no new students are being admitted to this program.

American University operates at two locations and enrolls 28% of the total credit enrollments and 100% of the non-credit course offerings at private industry sites. American University offers a Master's degree program in Business, non-credit English as a second language and selected undergraduate courses. Need for programs was determined by the training and development officers of the requesting organization. Admission to courses and programs is restricted to employees of the organization.

TABLE VII

Private Industry

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Aeronautical Radio, Inc. Annapolis, Md.	George Washington University Washington, D.C.	Master of Engineering Administration	80	Entire
		Selected Undergraduate Courses in Natural Sciences	70	Partial
Bendix Corp. Towson, Md.	George Washington University Washington, D.C.	Selected Graduate Courses in Electrical Engineering	10	Partial
Computer Sciences Corp. Silver Spring, Md.	George Washington University Washington, D.C.	Master of Science in Administration: - Information Systems Technology	34	Entire
Computer Sciences Technicolor Associates Greenbelt, Md.	George Washington University Washington, D.C.	Master of Science in Administration - Information Systems Technology	40	Entire
General Electric Information Company Rockville, Md.	American University Washington, D.C.	English as a Second Language	60	
Government Employees Ins. Co. (GEICO) Chevy Chase, Md.	American University Washington, D.C.	Master of Business Administration	75	Entire
		Selected Undergraduate Courses in Management of Technology	45	Partial
		English as a Second Language	60	Entire
Westinghouse Defense & Electronics Center Baltimore, Md.	George Washington University Washington, D.C.	Master of Science in Engineering: - Communications and Computer Science	70	Entire

Military Bases

The need for educational programs on military bases is determined by the Military Base Commanders and Educational Officers. The primary population served is active duty military personnel and civilians employed at the installations. Since the institutions elect to open enrollments to non-active duty military personnel, military dependents, and civilians, they are not exempt by the State Board for Higher Education from regulations. They are evaluated on the same basis as all other higher education institutions.

Table VIII shows information for institutions operating on military bases. Five institutions from the District of Columbia, California, and Florida enroll students at three military bases.

George Washington University operates at all three bases, enrolling 55% of the total enrollments, offering Master's degree programs in Administration, Engineering, Computer Science, and Criminal Justice. The Master of Science in Administration currently offered at two bases is being phased out.

Florida Institute of Technology operates at two locations and enrolls 16% of the total enrollments offering Master's degree programs in Electrical Engineering, Engineering Management, and Business Administration.

Embry-Riddle Aeronautical University operates at one location and enrolls 12% of the total enrollments offering an undergraduate degree program in Aviation and Aircraft Maintenance.

The University of Southern California operates at one location and enrolls 10% of the total enrollments offering a Master's degree program in Systems Management.

American University operates at one location and enrolls 6% of the total enrollments offering selected graduate courses in computer systems and technology of management.

TABLE VIII

Military Bases

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Aberdeen Proving Ground, Md.	Florida Institute of Technology Melbourne, Florida	Master of Business Administration	15	Entire
		Master of Science in Engineering Mgmt.	15	
	George Washington University Washington, D.C.	Master of Engineering Administration	44	Entire
Ft. George Meade Ft. Meade, Md.	American University Washington, D.C.	Graduate Certification in Computer Systems Application	15	Partial
		Selected Masters Courses in Technology of Management	10	Partial
	George Washington University Washington, D.C.	Master of Science in Administration: - Industrial Management - Public Administration	60	Entire
		Master of Arts in Special Studies: - Criminal Justice	40	Partial
Patuxent River Naval Air Station Patuxent, Md.	Embry Riddle Aeronautical University Daytona Beach, Florida	Undergraduate Degree Programs in: - Aviation & Aircraft Maintenance	50	Entire
	Florida Institute of Technology Melbourne, Florida	Master of Science in Electrical Engineering	35	Entire
	George Washington University Washington, D.C.	Master of Science in Computer Science	80	Entire
		Master of Science in Administration: - Public Administration - Science & Technology		
	University of Southern California Los Angeles, California	Master of Science in Systems Management	40	Entire

Churches

As indicated in Table IX, two institutions enroll students at five churches located in Anne Arundel and Montgomery Counties.

George Washington University enrolls 83% of the total enrollments at four out of the five churches, offering selected lower undergraduate course offerings to the general public.

Drew University enrolls 17% of the total enrollments, at one location offering selected graduate courses in Ministry. A limited number of clergy are admitted to continuing theological education courses to improve effectiveness in Ministry in Maryland.

Other

As indicated in Table X, George Washington University offers one Master's degree program in Criminal Justice, enrolling 40 students at one county agency in Montgomery County.

TABLE IX

Churches

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
All Saints Episcopal Church Chevy Chase, Md.	George Washington University Washington, D.C.	Selected Undergraduate Courses in: - Political Science - Sociology	30	None
Baldwin Methodist Church Education Center Millersville, Md.	Drew University Madison, New Jersey	Selected Graduate Courses in: - Ministry	15	Partial
Chevy Chase United Methodist Church Chevy Chase, Md.	George Washington University Washington, D.C.	Selected Undergraduate Courses in: - Psychology	15	None
St. Luke's Episcopal Church	George Washington University Washington, D.C.	Selected Undergraduate Courses in: - Psychology	15	None
St. Mark's United Presbyterian Church Rockville, Md.	George Washington University Washington, D.C.	Selected Undergraduate Courses in: - Psychology	15	None

TABLE X

Other

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Montgomery Co. Public Service Training Academy Rockville, Md.	George Washington University Washington, D.C.	Master of Arts in Special Studies: - Criminal Justice	40	Entire

APPENDIX

State Board for Higher Education

CODE OF MARYLAND REGULATIONS
13.50.02

Requirements for Authorization of Out-of-State Postsecondary Educational Institutions to Offer Courses, Academic Programs and Award Certificates and Degrees in the State of Maryland

16 Francis Street
Annapolis, Maryland 21401

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STATE BOARD FOR HIGHER EDUCATION

REQUIREMENTS FOR AUTHORIZATION OF

OUT-OF-STATE POSTSECONDARY EDUCATIONAL

INSTITUTIONS TO OFFER COURSES,

ACADEMIC PROGRAMS AND AWARD

CERTIFICATES AND DEGREES IN

THE STATE OF MARYLAND

.01 Authority to Issue a Certificate of Approval to Operate in the State of Maryland

A. Title 12 of the Education Article of the Annotated Code of Maryland was enacted by the 1978 Maryland General Assembly. Section 12-201 through 12-207 applies to any institution of higher education operating, doing business, or functioning within the geographical boundaries of Maryland.

B. Out-of-State institutions of higher education, may not operate in the State of Maryland without a Certificate of Approval from the Commissioner of Higher Education.

C. Authorization to offer courses and programs of postsecondary education in Maryland will be granted only to institutions having complied with the provisions of Title 12, Section 12-201 through 12-207 of the Annotated Code of Maryland and the following regulations governing the operation of out-of-state institutions.

.02 Definition of Terms

A. An institution of postsecondary education is as defined in Section 12:201 of the Education Article of the Annotated Code of Maryland.

B. A four year college or university is defined as a public or private institution of higher education which awards a baccalaureate level degree, and which may also offer the following degrees in accordance with its authorized role and mission: masters, doctorate, first professional and advanced certificates.

C. A two year college is defined as a public or private postsecondary educational institution which awards degrees in both transfer and occupational curricula at the Associate level. In addition, certificates in occupational curricula, courses in continuing education, and other community services are offered.

D. A transfer program is designed to provide an organized curriculum equivalent to the first two years of a baccalaureate program.

E. An occupational program is designed to provide an organized curriculum primarily for immediate job entry, or to upgrade the skills of those already employed.

F. An academic program is a specified combination of postsecondary education courses which fulfill the requirements of an institution for awarding a degree or certificate.

G. A credit course is a classroom or nonclassroom experience, which is recognized as partially fulfilling institutional requirements for the award of a degree or certificate.

H. A noncredit course is a classroom or nonclassroom experience, which is <u>not</u> recognized as partially fulfilling requirements for the award of a degree or certificate, but which may be a prerequisite to participate in degree credit courses.

I. One semester hour of credit is awarded for a minimum of fifteen hours of class time or equivalent guided learning activity, exclusive of registration, study days, holidays and final examinations.

J. One semester hour of credit is awarded for a minimum of thirty hours, of supervised laboratory or studio time, exclusive of registration, study days, holidays and final examinations.

K. The Continuing Education Unit is a nationally recognized method for measuring and recording participation in continuing education programs that do not carry credit toward a degree, but do meet established criteria for the evaluation of student learning.

.03 Exemptions

A. These regulations shall not apply to a postsecondary educational institution offering courses or programs on a military installation exclusively recruiting and enrolling active duty military personnel. In electing to exercise this option, the institution is precluded from enrolling non-active duty military personnel, military dependents or civilians employed at such installation and waives its right to claim veterans benefits for enrollees.

B. To receive an exemption, the Chief Executive Officer of the educational institution and the Base Commander of the military installation must submit to the Commissioner of Higher Education on the forms provided, at least thirty (30) days in advance of the proposed initiation date, a written petition for State exemption.

.04 Procedures for Approval

A. To receive initial approval to operate, the Chief Executive Officer must submit to the Commissioner of Higher Education on the forms provided a written application for authorization to offer a postsecondary educational course(s) and program(s) in a specific location in Maryland. The completed application and all supportive documentation must be provided at least five months before the institution proposes to commence operation.

1. The application shall include:

a. Specific geographical location of proposed operation.

b. Proposed date of operation.

c. Identification of institution.

d. Identification of authorized representatives.

e. Board of Trustees resolution of financial solvency.

f. Certificate of Incorporation as foreign corporation.

g. Regional accreditation status.

h. Copies of awards.

i. Programmatic data.

j. Qualification of instructors and staff.

k. Library resources.

l. Certificate of Compliance with fire and safety codes.

m. Copies of advertisements.

2. An institution shall not promote advanced publicity through advertisements, announcements or other similar media on proposed courses to be offered in Maryland prior to receipt of official approval from the Commissioner of Higher Education.

3. The Commissioner of Higher Education will notify the Chief Executive Officer in writing of official action. No institution shall operate, do business or function in absence of written authorization from the Commissioner.

B. To receive approval to continue to operate at a previously approved location whether to offer previously approved courses or to offer new courses, the Chief Executive Officer must submit to the Commissioner of Higher Education on the forms provided a written application for authorization to continue to operate. The completed application and all supportive documentation must be provided at least five (5) months before the institution commences operation.

1. The application shall include:

   a. Specific geographic location of current operation.

   b. Proposed date of continued operation.

   c. Identification of institution.

   d. Identification of authorized representatives.

   e. Programmatic data.

   f. Qualifications of instructors and staff.

   g. Library resources.

   h. Certificate of Compliance with fire and safety codes.

   i. Copies of advertisements.

2. An institution shall not promote advanced publicity through advertisements, announcements or other similar media on proposed courses to be offered in Maryland in absence of official approval from the Commissioner of Higher Education.

3. The Commissioner of Higher Education will notify the Chief Executive Officer in writing of official action. No institution shall operate, do business, or function in absence of written authorization from the Commissioner.

.05 Evaluative Items

A. Accreditation

1. An institution must maintain continuous full accreditation by a regional accrediting association recognized by the United States Office of Education and the Council on Postsecondary Accreditation. Candidacy status and official probationary status shall not be considered as a valid substitution for full regional accreditation.

2. Proposed specialized fields of study, maintaining professional accreditation by an association recognized by the United States Office of Education and the Council on Postsecondary Accreditation must meet the same standards applicable to the resident campus program.

3. Institutions must present written evidence of compliance with regional and professional accrediting association's policies related to off-campus educational activities.

B. Need Criterion

1. Prior to the evaluation by the State Board for Higher Education of the readiness of any out-of-state institution to operate in the State, the institution must present evidence demonstrating the educational need to establish operations and award degrees in the State.

2. At a minimum, this need must be substantiated on the basis that the proposed educational activities to be offered are:

   a. Not unreasonably duplicative of existing or planned educational activities in a specific geographical location in the State.

   b. Justified by student interest and present and future employment opportunities.

C. Academic Policies

Institutional academic policies for admission, graduation and the awarding of academic credit must be consistent with policies maintained by the parent institution for resident students and must be consistent with the State's minimum requirements for colleges operating in Maryland.

D. Administrative Staff

1. The institution must provide for an on-site administrative staff responsible for the overall administrative operation of educational activities, to include

counseling, advising, testing, orientation, *financial aid services and* maintenance of academic records.

2. In addition to being responsible for the administration of the policies and procedures established by the parent institution, the designated administrators are responsible for meeting the expectations set forth in these regulations.

3. The duties, responsibilities, and size of the staff shall be adequate to the purpose and size of educational activities offered.

E. Faculty

1. The faculty employed by the institution must be competent in their formal education and professional experience to enable them through effective instruction to achieve the educational objectives of the institution.

2. In their scholarly preparation, faculty members must have completed formal studies at least through the master's degree from a regionally accredited institution and be assigned to teach in the fields of their degrees.

3. At least one-third of the classes offered must be taught by full-time faculty of the parent institution.

F. Library Resources

1. Institutions offering programs and/or courses in the State of Maryland must provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics must be kept to determine to what extent these resources are available and accessible.

2. Executed contracts providing for library resources, including borrowing privileges, will be acceptable if adequate accessibility is insured and if approved by the Commissioner of Higher Education.